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13 May 1954

MEMORANDUM FOR: Deputy Directors; Director of Training  
Assistant Directors for Communications and Personnel

SUBJECT : Distribution of Air Conditioning Units

1. As a result of the restriction relative to the further procurement of air conditioning equipment, it has become impossible to provide air conditioning for all recently acquired Agency space within temporary buildings. Our present stock of equipment which has been allocated for Barton, Curie and Alcott Halls and [redacted] is sufficient to accommodate only about thirty per cent of the total space which these structures comprise. Inasmuch as this is considerably less than the standards of air conditioning heretofore established for other Agency occupied temporary buildings, it has been deemed advisable to effect a more equitable distribution of air conditioning equipment through the relocation of a number of window type units. In order to accomplish such a plan, a study has been made to determine the number of such units which should be relinquished and acquired by each office of the Agency. To enable arriving at a fair, as well as a feasible system of distribution, it was necessary to consider all of the following factors:

25X1A

a. Strict reliance on a square footage basis as a means of determining fair distribution is precluded by the fact that the Agency occupies two basic types of temporary structures which differ greatly in air conditioning capacity requirements per unit area. Thus, a correction factor was applied to allow for this variance.

25X1A

b. Large areas such as [redacted] where removal of any single air conditioning unit would seriously affect operation of the remaining units cannot be considered in this plan.

c. Machine areas, photographic darkrooms, laboratories, and all other such space housing unusual heat producing equipment or having poor ventilating characteristics obviously must be excluded.

d. All areas having package type units with extensive duct-work, cooling towers and related plumbing are excluded on the basis of undue removal cost.

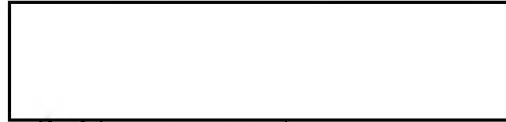
e. Large areas, auditoriums, etc., which have no air conditioning are not accounted for inasmuch as the use of window units is not warranted for this purpose.

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2. With the approval of the DCI, a program has been established calling for the relocation of 144 window type air conditioning units. From the attached tabulation, you will note the number of such units to be relinquished by each function of the Agency based upon the percentage of space it occupies in the building indicated. Inasmuch as these units will be required for re-installation in the near future, it is requested that you take immediate steps to select those units which constitute your contributory share in this program. Selection will be made from window type units only; not console or package models.

3. A representative of the Space, Maintenance and Facilities Branch, RE&C Division/LO, will be in contact with your appropriate administrative officer on or before 24 May 1954, to receive listing of selected units.



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L. K. WHITE  
Acting Deputy Director  
(Administration)

Attachment - Tabulation

LO/SM&F/JMB:rk (13 May 1954)

Distribution:

2 - DCI  
2 - ADD/A  
2 - DD/I  
2 - DD/P  
2 - AD/Commo  
2 - D/CTR  
2 - AD/OP  
2 - C/LO  
2 - SM&F  
2 - RE&C

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[Redacted]